

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DHR0377239  
POSITION NO: 242639  
CLASS CODE: 1364

Date Posted: 11/19/12  
Closing Date: 12/04/12

POSITION TITLE: OFFICE ASSISTANT  
DEPARTMENT NAME: Department of Navajo Veterans Affairs-Western Navajo Agency  
DEPARTMENT NO: 37 WORKSITE LOCATION: Tuba City, AZ  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R56A  
Days: Monday-Friday Permanent: ☒  
Hours: 8am to 5:00pm Temporary: ☐ Duration: Full time \$ 19,136.00 Per Annum  
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 9.20 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Performs office assistant support to the Veterans Service Officer and other personnel staff with typing of reports, correspondence, financial and statistical data. Handle telephone calls, visitors, screens and refer them to appropriate DNVA personnel or other resources. Compile and handles data entry of veteran's data for various purposes. Make constant follow-ups to maintain an updated veterans and chapter profiles for reporting purposes. Maintain records filing systems consisting of administrative, financial and client data. Attend staff meeting, planning sessions and workshops for information and to enhance job skill and techniques to carry out the program functions. Assist in setting up meetings, takes minutes and transcribes notes for dissemination of staff meetings, chapter veterans organizations meeting and other required veteran's activities and functions. Conduct inventory and place of order of office equipment's, supplies and other operating supplies. Perform related duties as deem necessary.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A High School diploma or GED; and

**Experience:**

one (1) year of general office, public contact or related experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

*(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)*

**Special Knowledge, Skills and Abilities:**

Must have good computer skills, knowledge of Microsoft Excel, Access and Publisher. Must have excellent telephone etiquette. Must be able to multi-task.

Must be able to have professional client public relations and communicate with Navajo veterans, families and governmental officials. Have the ability to organize and work effectively with general public on the Department's program and information. Bilingual in Navajo and English languages, good skills in English composition, grammar and punctuation.

**License/Certification Requirements:**

**PREFERRED:** A valid State Driver License

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

*Revised: 1-15-99*